Christian Activity Center, Inc
Development Director

Reports to: Executive Director

The Christian Activity Center (CAC), a school afterschool in East St. Louis, Illinois, serves 150 children/day ages 5-18 with wrap-around curriculums in reading, writing, math, faith, emotional & physical health. Before making application please ensure you have a sincere interest in this ministry: cacesl.org.

Mission: To prepare East St. Louis youth for successful futures: Academically, Spiritually and Physically

Responsibilities:

Development Director (DD) is responsible for fund and program advancement. DD ensures that sufficient funding is secured to implement evidence-based curriculums, in addition to ensuring that outcomes/program impact are tracked bimonthly. DD leads the accountability team and reports to the organization’s Executive Director.

DD’s core responsibility is to nurture major donor relationships in face to face visits with a framework of thanking, reporting, asking. DD is responsible for ensuring that leadership donors are engaged in CAC’s impact on the lives of children. DD works in partnership with Executive Director and Board of Directors to raise $1.6 million annually. DD is charged with educating Board members on donor relationships/increasing the Board’s skill in connecting major donor prospects with the ministry.

DD is charged with managing the work quality of a four-person team, including a Grants Manager, Event & Marketing Coordinator, Annual Gifts Officer and Program Director.

Qualifications:

- Bachelor degree required; Masters degree preferred in the field of nonprofit management, English, communications, business or related field
- Three (3) years experience in fund development required; 1+ year experience in major gifts management preferred
- Successful record of securing major gifts, grant funding, sponsorships
- Demonstrated success in coordinating fundraising and special events, direct mail appeals and marketing
- Proven ability to meet or exceed revenue goals and manage agency expenses in coordination with fiscal/operations manager
- Working knowledge of fundraising software and database systems (eTapestry software a plus)
- Strong organizational skills to budget, plan, and implement fundraising goals
- Knowledgeable about funding and program/referral resources in the St. Louis region
- Excellent creative and technical written and oral communication skills required
- Ability to think strategically with excellent follow through, strong attention to detail and the ability to balance a variety of tasks
- Ability to self-govern/activate independently a must
Duties:

Nurturing and Stewardship

- Create, integrate and implement short, intermediate and long-term individual major gifts and private foundation donor strategies with the Executive Director
- Play lead role in soliciting and closing major gifts

Monitoring and Reporting

- Monitor weekly, monthly, quarterly and annual activity to achieve major gift revenue goals
- Plan and implement funding campaigns with three-person team, including events, grants, annual fund/direct mail, child sponsorship and individual & major gift donors

Essential Functions and Responsibilities

- Work with Executive Director, Board of Directors, Development Committee and Development Staff to research, identify, cultivate and solicit prospective major donors and retain existing donors (households, foundations, government partners)
- Coordinate, manage and oversee the activities of the Development Committee of the Board of Directors
- Write appeals/newsletters (May & September)

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, or duties.

Compensation and Benefits:

Competitive salary commensurate with experience. Benefits include medical & dental insurance, paid vacation, professional membership association and continuing education, flexibility in working hours.

Application Information:

Send cover letter and resume to: cyra.lohman@cacesl.org